



## Foreign Affairs Handbook

### 4 FAH-3 – Financial Management Procedures Handbook

**Change Transmittal:** FMP-59

**Date:** August 25, 2010

---

## 4 FAH-3 H-310 CASH MANAGEMENT

### Changes

1. The crosswalk below shows where the information in the previous version of 4 FAH-3 H-310 was transferred.

Crosswalk for material moved within 4 FAH-3 H-310	
Old 4 FAH-3 Sections	New 4 FAH-3 Sections
H-311.4	H-311.5
H-311.5	H-311.6
H-311.6	H-311.7

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic. Italic provides a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove 4 FAH-3 H-310 (TL:FMP-37, 03-07-2007; 23 pages) and insert the revised subchapter 4 FAH-3 H-310 (23 pages).

2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:FMP-59, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(RM/FPRA/FP)**